



**STATE OF NEW HAMPSHIRE
2014 DEFERRED COMPENSATION
457(b) EMPLOYEE CONTRIBUTION GOAL WORKSHEET**

See **PAY PERIOD SCHEDULE** and **INSTRUCTIONS** on the back of this mandatory form.

Participant Information: Complete the Great West form along with this worksheet for payroll processing.

Employee ID#	Social Security Number	Effective Date (see instructions)	Agency Payroll Office
Print Last Name	Print First Name	Date of Birth (mm/dd/yyyy)	Age (see instructions)

Authorized Action: Until such time as I revoke or amend my election, I elect to contribute the following amount(s) to the plan from my eligible compensation. I have notified and/or met with the State's deferred compensation provider and submit my authorization as follows:

Select One: ☐ Start Contributions(s) ☐ Change Contribution(s) ☐ Stop Contributions(s)

Paycheck Contribution Election: Elect from one of the three categories below:

457 ELECTION CATEGORIES	ANNUAL LIMIT	(A) NEW PER-PAY AMT	(B) PAY PERIODS REMAINING	(C) SUBTOTAL (A x B)	(D) YEAR-TO-DATE ¹ DEDUCTIONS	(E) TOTAL (C + D)	MAC ²
BASIC - ONLY UP TO \$17,500 ANNUAL LIMIT	I understand the total 2013 annual Before-Tax and Roth contributions for an individual less than 50 years of age cannot exceed \$17,500.						
Before -Tax	17,500						
After -Tax (Roth)							
Column E Total: (must be 17,500 or less)						17,500	
BASIC with AGE 50 CATCH-UP OVER \$17,500 ANNUAL LIMIT	I understand that I must become 50 years of age within this calendar year to participate in the contributions below and that the total 2013 annual Before-Tax and Roth After-Tax Catch-Up contributions cannot exceed \$23,000. If I am eligible for both the Age 50 and Special Catch-Up provisions this year, I must select whichever would result in the larger amount for this calendar year.						
Before-Tax	17,500					17,500	
After-Tax (Roth)							
Age 50 Catch-Up Before -Tax	5,500						
Age 50 Catch-Up After -Tax (Roth)							
Column E Total: (must be 23,000 or less)						23,000	
BASIC with SPECIAL CATCH-UP OVER \$17,500 ANNUAL LIMIT	I understand the total deferred compensation Before-Tax and Roth After-Tax Special Catch-Up amount(s) cannot exceed \$17,500 of my eligible compensation and when added to the basic contribution, the aggregate maximum varies depending on my Maximum Allowable Contribution (MAC). Additionally, I may only use the Special Catch-Up in one or more of the three calendar years that end prior to the Normal Retirement Age (NRA) used to calculate the underutilized amount below:						
Normal Retirement Age Year:		Underutilized Amount:					
Before-Tax	17,500					17,500	
After-Tax (Roth)							
Special Catch-Up Before-Tax	17,500						VARIES UP TO 35,000
Special Catch-Up After-Tax (Roth)							
Column E Total: (must not exceed the MAC calculated by Great West)							

Participant Signature: _____ **Date:** _____

Assistance and Processing:	Great West Retirement Services Two Capital Plaza, Suite 307 Concord, NH 03301 Phone: 877-457-3535 Fax: 603-224-7703
-----------------------------------	---

**457 (b) EMPLOYEE ELECTION FORM INSTRUCTIONS
PAY PERIOD SCHEDULE 2013**

¹ The employee is responsible for disclosure and reporting of past contributions made under section 457 with previous and current employers.

² The Internal Revenue Code establishes annual Maximum Allowable Contributions (MAC) deferred compensation limits for individuals allowing for one of two options as follows: For 2014 the MAC limit for an individual under 50 years of age is \$17,500, if you turn 50 years of age anytime within this year your MAC limit is \$23,000 (\$17,500 + \$5,500) or you may qualify for special catch-up contributions which allow for a higher MAC limit (not to exceed \$35,000) over a three year period.

Pay Period	Check Date		Pay Period	Check Date
12/13/13 - 12/26/13	01/10/14		6/13/14 - 6/26/14	07/11/14
12/27/13 - 1/09/14	01/24/14		6/27/14 - 7/10/14	07/25/14
1/10/14 - 1/23/14	02/07/14		7/11/14 - 7/24/14	08/08/14
1/24/14 - 2/06/14	02/21/14		7/25/14 - 8/07/14	08/22/14
2/07/14 - 2/20/14	03/07/14		8/08/14 - 8/21/14	09/05/14
2/21/14 - 3/06/14	03/21/14		8/22/14 - 9/04/14	09/19/14
3/07/14 - 3/20/14	04/04/14		9/05/14 - 9/18/14	10/03/14
3/21/14 - 4/03/14	04/18/14		9/19/14 - 10/02/14	10/17/14
4/04/14 - 4/17/14	05/02/14		10/03/14 - 10/16/14	10/31/14
4/18/14 - 5/01/14	05/16/14		10/17/14 - 10/30/14	11/14/14
5/02/14 - 5/15/14	05/30/14		10/31/14 - 11/13/14	11/28/14
5/16/14 - 5/29/14	06/13/14		11/14/14 - 11/27/14	12/12/14
5/30/14 - 6/12/14	06/27/14		11/28/14 - 12/11/14	12/26/14

1. **Effective Date / Agency:** Using the schedule (above), enter an effective date corresponding with the first check date of the month. End of month changes may result in a one pay period delay (e.g. dates between 1/24 – 1/31 would not be processed until 2/21/2014). Enter the agency payroll office that processes your payroll (e.g. Dept of Safety).
2. **Age:** Enter the age you will be at the end of this calendar year.
3. **Authorized Action:** Submitting a change form will overwrite your previous deferred compensation elections.
 - a. To START contribution(s), select “**Start Contribution(s)**” and proceed to number 4 below.
 - b. To CHANGE your contributions, select the “**Change Contribution(s)**” and proceed to number 4 below.
 - c. To STOP your contributions, select the “**Stop Contribution(s)**”, enter “0.00” in column “E” and proceed to number 5 below.
4. **457 Categories:** With assistance from Great West select one category below and complete this form as follows:
 - a. **BASIC: You are contributing up to \$17,500.**
 - i. Determine the amount you want to contribute using Before-Tax and/or After Tax dollars.
 - ii. Enter the “NEW PER-PAY AMT” in the respective field in column “A”.
 - iii. Using the Pay-Period Schedule and the “Effective Date” enter the number of “Pay Periods Remaining” in column “B”.
 - iv. Multiply the amount in column “A” by the amount in column “B” enter the result in column “C”.
 - v. Using your last pay stub, determine your “Year To Date” contributions, add any 457 contributions made to another employer and additional contributions that may result between now and the effective date of change. Enter that amount in column “D”.
 - vi. Add the amount in column “C” to the amount in column “D” and enter the sum in column “E”.
 - vii. Verify that the amount in column “E” is not higher than the amount in the “MAC” column.
 - b. **AGE 50: You are or will be turning age 50 this year and want to contribute more than \$17,500 in 2014.**
 - i. Follow the steps starting from 4.a.i. (above).
 - ii. The combined amounts in the first two rows must equal column “E” (e.g. \$17,500).
 - iii. Verify that the “Total” amount in column “E” is not higher than the amount in the “MAC” column.
 - c. **SPECIAL: Your NRA will occur within the next three years and you want to contribute more than \$23,000.**
 - i. Follow the steps starting from 4.a.i. (above).
 - ii. Using the Great West Special Catch-Up enrollment worksheet, enter your Normal Retirement Age NRA year and Underutilized Amount.
 - iii. The combined amounts in the first two rows must equal column “E” (e.g. \$17,500).
 - iv. Verify that the “Total” amount in column “E” is not higher than the amount in the “MAC” column.
5. **Sign, Date, and Submit:** Once you complete the form sign, date and submit for agency processing to:

Great West Retirement Services
Two Capital Plaza, Suite 307
Concord, NH 03301
Phone: 877-457-3535
Fax: 603-224-7703